

FROM THE DESK
OF:
DEBI TRIPP



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FEBRUARY 2006 2006



**Frequently asked questions
regarding sick leave:**

**What value if any does my
sick leave have?**

Sick leave still remains a valuable benefit and is still worth saving. Sick leave will continue to have a value at retirement as well.

Pre-2006 sick leave hours hold a higher value than the sick leave hours we are now accruing as these hours will give you one month of continued benefits for 8 hours of leave at retirement. The current sick leave does have value as those hours will be multiplied by the average state salary for the year you retire (unless you are already at a higher hourly wage) and that dollar amount will be put into a Medical Reimbursement Account.

Your sick leave is there for you

to use should you have a reason to do so, however we have all started the month of January at a zero balance. You need to make sure that you have enough hours accrued in the new year to cover the hours you have entered on your time sheet. If you do not have enough hours you must complete the authorization form to transfer Pre-2006 hours to your current sick leave balance to be used as paid leave for that pay period. Please do not request more hours to be transferred than what you have actually used for that pay period.

Can I reverse the hours that were converted at year end?

Yes you can still request that I manually move your hours that were converted back to your Pre-2006 sick leave. I can do this through the end of February.

If you were already at the maximum 320 hours of converted sick your eligible hours were put into your annual leave balance rather than your converted sick. I would recommend that you request to have those hours put back into your Pre-2006 sick leave balance as they would hold more value there. This would be especially important if you are already in a "use or lose" situation with your annual leave.

Will I be able to continue to convert my sick leave hours?

Yes you will until the year 2014 at which time that program will cease to exist. You can only have a maximum of 320 hours of converted sick leave combined in both Program I and Program II.

Please feel free to contact me with any other questions that you may have.

**FOR YOUR INFORMATION
EMPLOYEE UPDATES**

WELCOME:

DFCM would like to extend a warm welcome to **Gordon Abrams**. Gordon has joined the maintenance staff at our downtown complex. Good luck in your new position.

Sheena Schramm is our new Office Tech at the Matheson Courts. We are very happy to have you, welcome to the division.

FAREWELL:

As some of you may know **Kathy Baker** is leaving DFCM. Her last day will be February 24, 2006. We wish her well in

her new endeavors, and thank her for the great work she has provided to DFCM and our customers.

CONGRATULATIONS:

DFCM would like to congratulate **Linda Crawford** on her promotion. Linda will be taking Kathy's place. We wish you well in your new position.



Professional Services
Director
Dave Williams

February 2006

DFCM's New Web Page Coming February 15, 2006



Our goal in developing the new site is to substantially improve the functionality and ease of use of the site. We want to make it a better communication for the entities for which we manage projects and facilities as well as those who contract with us and DFCM staff.

As DFCM readies to launch its NEW website, users, customers and those interested in doing project work with DFCM will notice some very important changes.

1. New look and Feel - Goal was to improve ease of use and simplify access to needed information.
2. One - click access - Goal was to improve communication and user productivity.
3. Integrate a back-end database - Goal was to develop a content management approach to improve the accuracy and timeliness of all web page content.
4. Procurement Calendar - Goal was to provide a single location where ALL important dates can be posted, to improve scheduling and prevent conflicts.